

Triangle Bible Institute (TBI) Policy

Policy Number: 405-16

Policy Title: PREVENTION OF SEXUAL HARASSMENT

Responsible Person: Executive Director

Responsible Office: TBI Administration

Effective Date: January 1, 2016

I. POLICY STATEMENT

A student may withdraw from Triangle Bible Institute at any time prior to the twelfth week of classes. To implement an official total withdrawal from TBI, a student must file a completed Total Withdrawal Request Form with the Administrative Dean. A student who leaves TBI without filing a completed Total Withdrawal Request Form may not be eligible to receive tuition refunds and may receive failing grades in the courses for which he/she is registered. A student who withdraws officially from TBI may be eligible to receive a total or partial tuition refund in accordance with TBI's Schedule of Tuition Refunds policy. Students may be required to repay federal funds received in a given semester as a result of total withdrawal from TBI.

Students registering for courses during General Registration for the upcoming semester, who decide prior to the first day of classes of the next semester that they will not attend TBI, must complete a Total Withdrawal Request Form.

The Financial Aid Office will generate a report of all Title IV recipients who have a grade of UW. This report will be used to calculate the amount of financial aid the students is ineligible to receive. This mandatory reporting is required by the Department of Education for all institutions of higher education receiving Title IV funding.

II. RATIONALE

TBI maintains a strict policy prohibiting unlawful sexual harassment. This policy applies to all students, employer agents, employees, including supervisors and non-supervisory employees. Furthermore, it prohibits sexual harassment in any form, including:

Verbal Conduct - such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, or conversation;

Visual Conduct - such as derogatory posters, cartoons, drawings, gestures, or ogling;

Physical Conduct - such as uninvited or unwanted touching, blocking normal movement, or interference with work directed at you because of your sex or other protected basis;

Threats and Demands - to submit to sexual requests in order to keep your job or avoid some other loss, and offers of job benefits in return for sexual favors;

Retaliation - for having reported the harassment.

Individuals who violate this policy by creating a hostile environment are subject to appropriate disciplinary action which will lead to student, faculty or employee suspension and/or termination upon completion of an investigation.

Any person who believes he or she has been sexually harassed by anyone, or are witnesses to unlawful sexual harassment, should promptly report the facts of the incident(s) and the names of the individuals involved to Executive Director, Academic Dean, or Administrative Dean.

Employees, faculty, and volunteers must immediately report any incidents of harassment to the proper TBI personnel. The Executive Director will conduct an investigation of all such claims with the utmost care taken to ensure confidentiality for all parties involved. Any staff, faculty, student, or volunteers determined to have violated this policy may be subject to appropriate discipline, up to and including termination or academic discipline.

III. ENTITIES AFFECTED BY THIS POLICY

This policy is applicable to all full-time students, part-time students enrolled at TBI, volunteers, contractors.

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IV. SANCTIONS

Violations of this policy may result in appropriate disciplinary action up to and including termination of employment.